



College of the North Atlantic, Board of Governors
BM 10-18 Minutes

Board of Governors Meeting
Room 1024, Corner Brook Campus
Video/Conferencing Sites, Prince Philip Drive Campus
February 23, 2018

In Attendance:	Alastair O’Rielly Charles Penwell Mark Bradbury Dominic Lundrigan Bonnie Lane-McCarthy Beverly Scott Bill Radford Yordest Andrews Andrew Tobin
On Video	Candice Ennis-Williams Wade Pinhorn
Regrets	Beverly Scott
Absent	Peter Robbins
Staff	Geoff Peters, General Counsel and Corporate Secretary Heidi Staeben-Simmons, Director of Public Affairs Elizabeth Kidd, Senior Vice-President & Chief Operating Officer Amanda Garland, Director of Policy and Planning
Recorder	Edith Alexander, Executive Assistant

Action Items

<p>BM 10-18-05 Review of Action Items</p>	<p>Presentation from the Newfoundland Arts Council will be deferred to another Board meeting convenient to both parties.</p> <p>Residence reviews are ongoing and the Board will be advised when completed.</p>	<p>Wade Pinhorn</p> <p>Bill Radford</p>
<p>BM 10-18-06 Chair's Report</p>	<p>Correspondence to be prepared by Geoff Peters advising the Faculty nominee to the Board of the delay selecting a new Faculty representative to the Board of Governors</p>	<p>Geoff Peters</p>
<p>BM 10-18-07 Board Committees Audit Committee Report</p>	<p>In reviewing the Board's budget it was recommended by Committee members that consideration be given to Professional Development topics or events for the upcoming fiscal year.</p> <p>Consideration to be given whether or not the Board has an Annual General Meeting or a Stakeholders consultation. The Board Chair requested the topic to be placed on the June meeting agenda.</p> <p>The Committee Chair advised that the Internal Audit Division will slowly transition to a role of Quality Assurance. As the Committee has concerns on this transition, it will be of benefit for the Board to have a presentation on this topic and or professional development.</p>	<p>Recommendations Noted from the Feb 23/18 Audit Committee Report to the Board</p>
	<p>Upon discussion the Board recommended that the Manager of Internal Audit's position be advertised on a contractual basis, for a one year term.</p>	<p>Senior Management</p>
<p>BM 10-18-10 President's Report Employment Assistance Services</p>	<p>Upon an in-depth discussion it was the consensus of the Board that:</p> <ul style="list-style-type: none"> • The Board requires clarity on this project. • CNA Senior Management continue dialoguing with the Dept. of AESL and the Private Colleges. • Defer decision until after the March 20th meeting with the Department of AESL and the Private Colleges. The Board Chair will consider attending the meeting with the College's Senior Management Team. • No space/facilities will be sought or renovated until the March 20th meeting outcome has been communicated to the Board. • The Board will provide further direction after the briefing has been received. 	<p>Alastair O'Rielly</p>

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Health Sciences Programs review	The Board will be presented a final draft of the Health Sciences Division review by the consultant at the June meeting.	
BM 10-18-14 Briefing Notes International tuition:	<i>Motion put forth and seconded; Recommendation from the Board that Senior Management engage the Department of Advanced Education, Skills, Labour to discuss increasing the international tuition fees by fifteen percent.</i>	Bill Radford/Elizabeth Kidd
BM 10-18-16 LEAN Management	The agenda item will be deferred until the next Board meeting.	Bill Radford
BM 10-18-17 Strategic Planning	The Board will receive a progress report at the June, 2018 Board meeting.	Bill Radford/Amanda Garland

Resolutions

BM 10-18-03 Review of Agenda	Motion put forth and seconded that the agenda be accepted as distributed.	Carried
BM 10-18-04 Review of Board Minutes – Dec 1/17	Motion put forth and seconded that the December 1, 2017 Board Minutes be accepted with the correction of a typo 700.000 on page 5 to 700,000.	Carried
BM 10-18-08 Consent Agenda Financial Statements Dec 31, 2017	Motion put forth and seconded that the Consent agenda be accepted as presented.	Carried
BM 10-18-13 Budget 2018-2019	Motion put forth and seconded that the 2018-2019 budget for the College of the North Atlantic be approved as distributed to the Board.	Carried
BM 10-18-14 Briefing Notes International tuition:	<i>Motion put forth and seconded; Recommendation from the Board that Senior Management engage the Department of Advanced Education, Skills, Labour to discuss increasing the international tuition fees by fifteen percent.</i>	Carried
Daycare Fees:	Motion put forth and seconded that Daycare fees be increased to the current Child Care Services Subsidy rates as prescribed when in receipt of GNL's Child Care Services Subsidy Grants. Increases will be effective September 1, 2018.	Carried
Corporate Card	Motion put forth and seconded that the BMO MasterCard shall be adopted as the Corporate Card for business use at the College of the North Atlantic.	Carried
BM 10-18-20 Adjourn	Upon motion the meeting was adjourned at 2:25 p.m.	Carried

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MINUTES

BM 10-18-01 Call to Order	The meeting was called to order by the Board Chair, Alastair O’Rielly at 8:00 a.m. Welcomed to the meeting newly appointed student representatives, Ian Gordon and Madison Greening.	
BM 10-18-02 Presentation – Corner Brook Campus	<p>Senior Campus Director, Chad Simms and Brent Howell, Dean of Engineering Technology and Natural Resources / Campus Director for the Corner Brook Campus were introduced to the Board. The Campus Directors presented an overview of their Campus.</p> <ul style="list-style-type: none"> • Enrollment is approximately 500 students (51.49% from outside of the Corner Brook region and 49% from within the Corner Brook area. • Twenty one programs • Two new co-op programs • One hundred and twenty-one staff and faculty • Work force Innovation Centre • Partnered with Grenfell College - a Navigate Entrepreneurship Centre funded by the Provincial Government and ACOA (Atlantic Candia Opportunities Agency.) The makerspace is housed at Grenfell College and the incubator is situated at the Corner Brook Campus. This will enhance the skills and develop business ideas in the region. This initiative is open to the public. • Centre of Engineering Technology • Centre for Energy and Thermal System • Power Engineering - we are now converting the power engineering shop to accommodate the delivery of 3rd and 4th class power engineering program levels. • Refrigeration and heating technician’s shops are presently being modernized. • Fisher Day Care – 32 children – on site training for Early Child Care Program • Forestry Resources Technician – large impact with natural resources – (announced March 8, 2018, student awarded the CIF’s Prince of Wales Forest Leadership Award, first ever winner of the prestigious award from CNA.) 	
BM 10-18-03 Review of Agenda	<p>Motion put forth and seconded that the agenda be accepted as distributed.</p> <p style="text-align: right;">Motion Carried</p>	
BM 10-18-03(b) Conflict of Interest	No declarations were made in regards to Conflict of Interest with the meeting agenda items.	

<p>BM 10-18-04 Review of Board Minutes – Dec 1/17</p>	<p>Motion put forth and seconded that the December 1, 2017 Board Minutes be accepted with the correction of a typo \$ 700.000 on page 5 to \$ 700,000.</p> <p style="text-align: right;">Motion Carried</p>	
<p>BM 10-18-05 Review of Action Items</p>	<p>Action items were reviewed. Except for two items, all remaining items will be addressed in the meeting agenda.</p> <p>Presentation from the Newfoundland Arts Council will be deferred to another Board meeting convenient to both parties.</p> <p>Residence reviews are ongoing and the Board will be advised when completed.</p>	<p>Action</p>
<p>BM 10-18-06 Chair’s Report</p>	<p>The Chair’s report will be circulated through the Board effect portal. Highlights from the briefing:</p> <ul style="list-style-type: none"> • Look at opportunities where CNA can lead. • Met with officials to discuss upcoming positions expiring on the Board and currant vacancies. • AESL – several conversations with Senior Exec/Minister • Participated in the review of Strategic Plan submissions. <p>Correspondence to be prepared by Geoff Peters advising the Faculty nominee to the Board of the delay selecting a new Faculty representative to the Board of Governors</p>	<p>Action</p>
<p>BM 10-18-07 Board Committees Audit Committee Report</p>	<p>Committee Chair, Mark Bradbury advised the Board that the Audit Committee meeting was held on the 22nd of February 2018. Highlights from the meeting were noted:</p> <ul style="list-style-type: none"> • The Internal Audit, Audit Charter was reviewed. The suggested changes to the Charter from CNA Management were incorporated into the Charter. The Charter has been approved by the Committee • In reviewing the Board’s budget it was recommended by Committee members that consideration be given to Professional Development topics or events for the upcoming fiscal year. • Consideration to be given whether or not the Board has an Annual General Meeting or a Stakeholders consultation. The Board Chair requested the topic to be placed on the June meeting agenda. 	<p>Action</p> <p>Action</p>

	<ul style="list-style-type: none"> • Attended meetings with the Government Officials and other attendees in regards to Immigration and training. • Travel to Qatar for negotiations on the new agreement. <p>The President requested the Board’s thoughts and feedback on the delivery of Employment Assistance Services (EAS) in conjunction with the Department of Advanced Education Skills and Labour.</p> <p>The Department of AESL wishes to enter into a formal agreement with CNA to establish EAS (Employment Assistance Services) offices at CNA campuses throughout the Provinces. The Department of AESL is anticipating that the first pilot office will be open at the Grand Falls Windsor Campus and the remaining offices throughout the Province will be implemented throughout 2018.</p> <p>Funding for this pilot and all other service centers established will be provided by the Government of Canada through the Labour Market Development Agreement.</p> <p>Upon an in-depth discussion it was the consensus of the Board that:</p> <ul style="list-style-type: none"> • The Board requires clarity on this project. • CNA Senior Management continue dialoguing with the Dept. of AESL and the Private Colleges. • Defer decision until after the March 20th meeting with the Department of AESL and the Private Colleges. The Board Chair will consider attending the meeting with the College’s Senior Management Team. • No space/facilities will be sought or renovated until the March 20th meeting outcome has been communicated to the Board. • The Board will provide further direction after the briefing has been received. 	ACTION
<p>BM 10-18-11 Enrollment Management Update</p>	<p>Darin Brooks, Registrar and Manager of Institutional Research presented an overview of this Division.</p> <ul style="list-style-type: none"> • Responsible for the oversight of the College Student Information System • How data is collected and how it is a major component to CNA administration assisting with the decision makings of program offerings and the maximum time allowance for receipt of applications. 	

	<ul style="list-style-type: none"> • Guidance to the release of early acceptance notices. • Enrollment figures – using census data • An example of data collected such as the Graduate Employment Survey conducted in 2017 with graduates from the 2015/2016 graduating classes. Delivered an insight on CNA’s performance as it relates to its graduates. Are our graduates working in fields from which they graduated, their location and what percentage are in NL etc.? • The strength of the internet is used to track prospective students as they peruse our College website. • A web portal is currently being developed to be included on our website for access to data collected. 	
<p>BM 10-18-12 Update- Respiratory Therapy</p>	<p>President Radford advised that there are 28 students in the Respiratory Therapy program, six students are on track to complete the program in 2018. The delivery of the program is anticipated to return to CNA in the 2019 academic year.</p>	
<p>BM 10-18-13 Budget 2018-2019</p>	<p>The 2018-2019 budget was presented by Elizabeth Kidd, Senior Vice President & Chief Operating Officer. The Board was informed on the budget process, the challenges, opportunities, decline in revenues and the anticipated expenses. In anticipation of the upcoming release of the Province’s Budget, the Board and Senior Staff discussed what if’s scenarios of a possible reduction in the College’s budget for the 2018-2019 fiscal year.</p> <p>Motion put forth and seconded that the 2018-2019 budget for the College of the North Atlantic be approved as distributed to the Board.</p> <p style="text-align: right;">Motion Carried</p>	
<p>BM 10-18-14 Briefing Notes</p>	<p>International tuition: Upon discussion of international tuition and analysis reviewed, it was recommended that College of the North Atlantic increase international tuition fees by 15% effective September 1, 2018.</p> <p><i>Motion put forth and seconded; Recommendation from the Board that Senior Management engage the Department of Advanced Education, Skills, Labour to discuss increasing the international tuition fees by fifteen percent.</i></p> <p style="text-align: right;">Motion Carried</p>	<p>Action</p>

	<p>Daycare Fees:</p> <ul style="list-style-type: none"> • It is recommended that College of the North Atlantic (CNA) increase child care fees to minimum rates established under GNL’s Child Care Services Subsidy Program, effective September 2018. These rates are also the minimum rates established under the Operating Grant Program. • It is further recommended that as GNL’s Child Care Services subsidized rates change, CNA implement the same increase. The rates change infrequently and CNA would still maintain communication with Board on changes as required. • New rates compared to current rates: <ul style="list-style-type: none"> ○ Infant \$44.00 per day, current rate \$42.50 per day ○ Toddlers \$33.00 per day; current rate \$27.50 per day ○ Full day care \$30 per day; current rate \$24.00 per day <p>Motion put forth and seconded that Daycare fees be increased to the current Child Care Services Subsidy rates as prescribe when in receipt of GNL’s Child Care Services Subsidy Grants. Increases will be effective September 1, 2018.</p> <p style="text-align: right;">Motion Carried</p> <p>Corporate Card</p> <p>It is recommended that the College of the North Atlantic transition to Corporate Pay Card – BMO MasterCard. (This is the Government’s choice of travel card)</p> <p>Some of the advantages of transitioning from American Express to BMO MasterCard are:</p> <ul style="list-style-type: none"> • BMO MasterCard is more widely accepted especially travelling internationally. • Not dependent on an Employee’s travel claim being reimbursed for payment of the card, as the statements will be reconciled by staff and paid through CNA’s Finance Department. The Card moves to CNA liability vs personal liability. • Integrate with CNA’s Concur Travel Solution module. <p>Motion put forth and seconded that the BMO MasterCard shall be adopted as the Corporate Card for business use at the College of the North Atlantic.</p> <p style="text-align: right;">Motion Passed</p>	
<p>BM 10-18-15 Qatar Project Update- Negotiations</p>	<p>Negotiations with Qatar are progressing well. The next round of discussions will be held in Qatar in May.</p>	

<p>BM 10-18-16 LEAN Management</p>	<p>The agenda item will be deferred until the next Board meeting.</p>	<p>Action</p>
<p>BM 10-18-17 Strategic Planning</p>	<p>Dennis Young, Barrington Edge Consulting, whose firm was the successful vendor to carry out a strategic planning process, resulting in a planning document to guide the College for the next five years was introduced to the Board.</p> <p>Mr. Young presented his firm’s work plan for the upcoming months</p> <ul style="list-style-type: none"> • A strategic plan for tomorrow’s College. A look at how we train for tomorrow and conduct our day to day business. • Building a master list of stakeholders that can be individually interviewed. Representatives from Industry, Government and CNA Leadership. • Board members can contribute and participate in the workshops that will be held. • Labour market research will be conducted. • There will be opportunity for staff to contribute through two workshops. • It is hoped to have a portal on our website for public input. <p>A draft of the strategic document will be available in September with the final document to be released in October, 2018.</p> <p>The Board will receive a progress report at the June, 2018 Board meeting.</p>	<p>Action</p>
<p>BM 10-18-18 In-camera</p>	<p>The meeting was declared “Closed” at 2:10 p.m. All staff vacated the meeting room. It was suggested that President Radford leave the meeting and he in agreement left the meeting. The meeting was declared “Opened” at 2:24 p.m.</p> <p>The Chair advised there were no actions or motions coming forth from the Closed session.</p>	
<p>BM 10-18-19 Next meeting</p>	<p>Next Board meeting will take place on Monday, June 18, 2018 at the Carbonear Campus.</p>	
<p>BM 10-18-20 Adjourn</p>	<p>Upon motion the meeting was adjourned at 2:25 p.m.</p> <p style="text-align: right;">Motion Carried</p>	